

**TOWN OF CICERO  
REQUEST FOR ARCHITECTURAL/ENGINEERING/  
CONSTRUCTION MANAGEMENT QUALIFICATIONS  
REHABILITATION OF VACANT AND FORECLOSED RESIDENTIAL UNITS  
UNDER THE NEIGHBORHOOD STABILIZATION PROGRAM**

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**1. PURPOSE - REHABILITATION OF RESIDENTIAL UNITS TO BRING THEM UP TO MINIMUM HOUSING QUALITY STANDARDS AND STABILIZING LEAD-BASED PAINT HAZARDS**

The purpose of the Request for Qualifications is to select a Firm to provide architectural, engineering, and construction management services for the rehabilitation of between thirteen (13) and fifteen (15) vacant, foreclosed residential buildings in the Town of Cicero. These units will be occupied by persons or families who will receive down payment assistance from the Town of Cicero to purchase these buildings and additional funding to rehabilitate these buildings by bringing them into code compliance and to remove hazardous conditions including lead hazard reduction.

**2. BACKGROUND**

Utilizing Neighborhood Stabilization Program (NSP) funds, the Town of Cicero is proposing to assist persons and families to purchase and rehabilitate foreclosed, residential buildings. Funding for this program has been made available under Title III of Division B of the Housing and Economic Recovery Act of 2008 (HERA). The purpose of NSP is to stabilize communities and neighborhoods. An eligible uses of NSP funds is the purchase and rehabilitation of properties that have been abandoned or foreclosed upon. Most of these activities represent a subset of the Community Development Block Grant Program's (CDBG) eligible activities.

**3. PRELIMINARY PROGRAM**

A site search is now underway to determine exact project locations. Thus, no conceptual plans have been prepared as yet for any location.

**4. SCOPE OF SERVICES**

The contract awarded pursuant to this request for qualifications shall include all architectural and engineering services, including civil/site engineering and development plan documentation as required or necessary for all plan approvals, permitting and construction. As this project will be funded by federal dollars under the Neighborhood Stabilization Grant Program, all federal guidelines required under this Program must be strictly adhered to. It is expected that a contract will include the following phases of work:

**4.1 Specifications - Compliance Inspections and Building Codes**

Draft rehabilitation specifications based on Town of Cicero Compliance Inspection and Building Codes for newly acquired, foreclosed properties. On site inspections will be required. Each project will have up to \$24,999.00 for General Code Compliance/Minimum Housing Quality Standard Construction.

**4.2 Specifications - Lead-Hazard Risk Assessments**

Draft specifications based on Lead-Hazard Risk Assessments ordered by the Town of Cicero.

**4.3 Bid Out Specifications and Award Contracts for Lead-Hazards and Asbestos Removal**

Bid out specifications and award contracts to the most qualified State Certified Lead Hazard Work contractors and Asbestos Removal contractors. All work must be done using safe work practices, and pass a Lead Clearance Test at the completion of

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work. Should the clearance test fail, the contractor will be required to pay for additional cleaning, and the re-test. Each project will have \$30,000.00 available for Lead Hazard Reduction (Interim Controls). Each homeowner must receive all documentation required to satisfy Federal Regulations regarding Lead-Based Paint Hazards for rehabilitation and Asbestos Removal.

**4.4 Program Phase**

The selected Firm will review and evaluate the Town of Cicero's preliminary program information. The selected Firm will, based upon discussions with the Town's project team, formulate a final program document. Preliminary project budgets within the constraints of available funding and project schedules will be prepared.

**4.5 Schematic Design Phase**

The selected Firm will prepare preliminary schematic site and building design based upon the review and documentation of existing building conditions, determination of viability and longevity of existing building conditions and infrastructure - both on and offsite.

**4.6 Design Development Phase**

The selected Firm will prepare preliminary documents consisting of preliminary drawing and outline specifications- An updated statement of probable construction costs and budget will be prepared for evaluation.

**4.7 Construction Documents Phase**

Working drawings and specifications will be completed for bidding and construction purposes. The selected Firm will assist in submitting drawings or technical information for necessary development approvals or of qualifications of probable consultants should be included indicating any recent experience with housing rehabilitation. The Firm must directly provide, or through a consultant, an individual(s) who is State Certified in Lead Hazards and Asbestos Removal.

**4.8 Bid and Award/Construction Administration**

The selected Firm will assist in bid preparation document distribution, advertising and review of bids. Upon award of a construction contract, the selected Firm will assist in administration of the construction contract through review of submittals, pay request schedules construction quality, change applications/directives, and periodic visits to the job for attendance at progress meetings. At the end of construction, the construction manager will need to recommend final payment to contractors, and submit all documentation for the project in an organized manner to the Town of Cicero.

**4.9 Project Closeout/System Startup**

Upon completion of construction, the selected Firm will assist the owner in the startup of various site and building systems, review of completeness of working in relation to the construction documents, and preparation of closeout documentation and as-built drawings.

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**5.0 QUALIFICATION SUBMISSION REQUIREMENTS**

Three (3) copies of these qualifications will be submitted along with all supplementary information to the Department of Housing's office located at The Department of Housing, 1634 S. Laramie Avenue, Cicero, IL 60804. **Attention: Tom Tomschin.**

Any Firm submitting qualifications by virtue of submission, provides certification that they are duly licensed and qualified under the law to provide the services offered. All information requested should be submitted.

Qualifications shall be submitted in an opaque envelope clearly marked as a response to the RFQ. The following information, in the specified format, shall be submitted:

**5.1 Experience of the Firm and Assigned Personnel**

The Firm shall provide current experience of the Firm, with particular emphasis on recently completed residential projects. Experience claimed should be current, relevant, and work completed by persons likely to be assigned or associated with the design. Claims of Firm experience for work accomplished by persons no longer associated with the Firm, claims for work by principals or associates now employed elsewhere, shall be cause for rejection and disqualification from further review. Approximate dates of project experience and names and telephone numbers of contact persons with knowledge of the projects shall be provided. A list of references is also required.

**5.2 Qualifications of Personnel to be Assigned to the Project**

The Qualifications should contain names, information, and brief resumes of personnel to be assigned to the project. A description of the role to be assigned to the personnel should be included. Statements of technical qualifications and recent completion of current relevant training should be included. This section should clearly identify all disciplines contained within the principal Firm and those personnel likely to be assigned as well as clearly indicate any probable subconsultants to be used in the design efforts. Statements of qualifications of probable subconsultants should be included indicating any recent experience with residential design.

**5.3 Proposed Project Work Plan**

A brief narrative description of the Firm's approach to the project should be included. This proposed work plan should include a possible schedule and an indication of the methods to be used for exchange of information including an indication of the possible project progress meetings. Qualifications must contain statements regarding the designers philosophy in regard to client services, and their perception of the roles and relationships between the Owner, designer, and contractor.

**5.4 Current Firm Workload**

The Qualifications shall contain information explaining the Firm's current workload and ability to absorb the management of the project work simultaneous with other commitments.

**5.5 Per Unit Cost**

For each service to be provided, please specify a per unit cost.

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**5.6 Insurance Requirements**

The Firm shall be required to retain certain levels and categories of insurance coverages naming the Town of Cicero as additional insured at levels, categories and amounts as set forth by the Town, and at no cost to the Town. The Firm shall defend, indemnify and hold harmless the Town in form and language acceptable to the Town as related to the work to be performed by the Firm.

**6.0 EVALUATION CRITERIA AND SELECTION PROCESS**

After receipt of qualifications, an appointed selection committee will use the stated criteria to evaluate all qualifications and create a list of Firms to be further considered for interviews or potential contract negotiations. The Town shall engage in individual conversation, at the Town's sole discretion, with any or all Firms deemed fully qualified, responsible, and suitable on the basis of initial evaluations of the qualifications. Selected Firms may be invited to provide oral presentations to the selection committee to explain their qualifications and answer questions pertaining to their qualifications. The following criteria shall be used in evaluating qualifications:

- 6.1 Technical qualifications of assigned personnel, including depth and breadth of experience of the principal selected for and probable subconsultants.
- 6.2 Substantial experience in completing similar projects on schedule within the allocated budgets.
- 6.3 Demonstrated ability to provide quality design services that are technically excellent and especially responsive to their client's needs, particularly in relation to quality assurance and interdisciplinary coordination.
- 6.4 Demonstrated understanding of the work to be performed and appropriateness of the Firm's approach to the work, including the Firm's perception of the roles and relationships of the entities involved.
- 6.5 Demonstrated understanding of project requirements knowledge of local conditions and ability to respond to project needs.
- 6.6 Workload of the Firm and ability to complete the project expeditiously,
- 6.7 Upon completion of all evaluations, discussions and interviews, based upon criteria stated herein and information developed in the evaluation process and/or included in the qualifications, the committee shall rank order the Firms in order of precedence. Negotiations shall be conducted with Firm ranked first. If a contract suitable and advantageous to the Town can be negotiated at a fair and reasonable cost, then award of contract will be made to the Firm. Otherwise, negotiations shall be terminated with the Firm ranked first and begun with the next in order of precedence until a suitable contract is concluded. Should the Town determine in its sole discretion that any Firm is superior to other or that only a single Firm is deemed fully qualified, then a contract may be negotiated with and awarded to that Firm. The Town may also determine that no Firm is qualified and that no contract be awarded.

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**7.0 ASSISTANCE FURNISHED BY THE TOWN**

- 7.1 The Town will assign a Project Manager who will coordinate and facilitate communications between the designer and the various Town agencies.
- 7.2 The Town will provide all information that relates to the requirements of the Project or is relevant to the project, and assist in identifying issues that might impact project completion.
- 7.3 The Town will examine all studies, test reports, sketches, drawings, qualifications, specifications, and other pertinent documents and provide comments and decisions as required. The Town will review and authorize the designer to proceed to each subsequent phase of design without unnecessary delay.

**8.0 REFERENCES**

References may or may not be contacted at the discretion of the Town. Typically only references of those Firms that receive high rankings are contacted. The Town reserves the right to contact references other than those listed or in addition to those furnished in the qualifications, Information gathered in review of references may be used in the evaluation of Firms to the extent it is deemed relevant, at the Town's discretion.

**9.0 POLICY REGARDING CONTACT, AFTER QUALIFICATIONS SUBMITTAL**

- 9.1 After the date and time established for receipt of qualifications by the Town, any contact, in regard to the qualifications initiated by any Firm with any Town official, other than the assigned Project Manager or Town Legal Department is expressly prohibited. Any unauthorized contact may at the discretion of the Town be deemed grounds for disqualification of any Firm from further review.
- 9.2 Questions of a technical nature regarding this request for qualifications may be directed to Emo Cundari, Direct of the Department of Housing, at (708) 656-8223. Any other questions, prior to June 1, 2009, may be directed to:

Cicero Town Attorney  
Eric T. Stach, Esq. - Del Galdo Law Group, LLC  
10526 West Cermak Road Suite 300 Westchester, IL 60154  
Phone: 708/531-8800 x245 Fax: 708/531-8801

After June 1, 2009, questions should be directed to:

Cicero Town Attorney  
Eric T. Stach, Esq. - Del Galdo Law Group, LLC  
1441 S. Harlem Avenue Berwyn, IL 60402  
Phone: 708/656-7000 Fax: 708/656-7001

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**10.0 OTHER REQUIREMENTS**

**10.1 Conflict of Interest**

The Firm It shall comply with conflict of interest regulations as set forth by HUD in 24 CFR 570,611. These provisions state that no employee, agent, consultant, officer, elected official or appointed official of the Town of Cicero who exercise or have exercised any functions or responsibilities with respect to NSP activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds hereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, No officer or employee may represent either as agent or otherwise, any person association, trust or corporation, with respect to any bid for any contract or work pertaining to this project. No such officer or employee may take or receive, either directly or indirectly any money or other thing of value as a gift or bribe or means of influencing his vote or actions. Any contract made and procured in violation of this provision is automatically void. The purpose of this clause is to avoid even the appearance of a conflict of interest. A person will be deemed to include the individual, members of his or her immediate family, his or her partner(s), and any organization(s) that employs or is about to employ one of the above.

**10.2 Debarment**

The selected Firm has not been debarred or suspended from federal benefits and has not had any proceedings initiated against them; has not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and has not had a public transaction terminated for cause or default.

**10.3 Lobbying**

The selected Firm will not use federal funds for lobbying and will disclose any lobbying activities,

**10.4 Other Applicable State Laws**

The selected Firm will comply with all applicable State laws.

**10.5 Other Applicable Local Laws**

The selected Firm will comply with all applicable Local laws.

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**11. TIME IS OF THE ESSENCE**

The funds allocated for NSP must be used within 18 months of initiation of funding by HUD. Responses to this RFQ will be accepted starting June 1, 2009, and continue through June 15, 2009. All responses must be received by June 15, 2009, before 6:00 p.m. Firms that meet the basic criteria and score highly will be contacted for an interview. As soon as qualifications are received they will be reviewed. If selected, the Firm will be asked to enter into an "Agreement for Architectural/Engineering Services." Once this Agreement has been executed, the selected entity must be ready to begin immediately.

**12. SUBMISSIONS**

All submissions should be hand delivered, faxed, or e-mailed to the:

Town of Cicero's Department of Housing  
1634 S. Laramie Cicero, IL 60804  
**ATTN: Tom M. Tomschin**  
Fax:708-656-8342  
E-mail: [ttomschin@thetownofcicero.com](mailto:ttomschin@thetownofcicero.com)